

**COASTSIDE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING**

August 22, 2018

**LOCATION:
1191 Main Street, Half Moon Bay, CA 94019**

ACTION MINUTES

1. OPEN SESSION

President Burke called to order the regular meeting of the Board of Directors of the Coastside Fire Protection District at 6:03 p.m.

2. ROLL CALL

Directors Present: Secretary McShane, Director Stockman, Director Bruce MacKimmie, Vice President J.B. Cockrell, and President Gary Burke.

Legal Counsel: Attorney Jean Savaree.

Cal Fire: Chief Ian Larkin.

Admin. Secretary: Jean Headley.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Rick Lohman of Montara spoke about the El Granada property that is being sold.

Lennie Schultz of El Granada congratulated the Board regarding Station 41 being built and she requested that the C1 property be sold to the Granada Community Service District.

Dan Haggerty congratulated the Board on the groundbreaking for Station 41. He spoke regarding the Granada Community Service District's long wish to acquire the C1 property for a community center.

Matthew Clark of El Granada said the Granada Community Service District Board would like to acquire the C1 property.

Fran Pollard of El Granada showed the Board a parcel map which includes the C1 parcel and said she hopes that they get a chance to make a bid on the property before going out to the public.

5. CONSENT CALENDAR

- A. Approval of minutes of July 25, 2018 Regular Board Meeting.
- B. Approval of Vendor Checks # 19328-19371 in the amount of \$177,527.68, dated July 1 to July 31, 2018.
- C. Approval of Payroll Checks #21005-21009 in the amount of \$692.62, dated July 1 to July 31, 2018.
- D. Direct Deposit of Federal, State & Hospital Taxes in the amount of \$114.75, dated July 1 to July 31, 2018.

Director MacKimmie recused himself from voting on the Consent Calendar.

ON MOTION by Secretary McShane, seconded by Director Stockman, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1.

6. NEW BUSINESS

- A. Community Facilities District No. 32 (1400 Cabrillo Highway, Half Moon Bay)

Chief Larkin and President Burke introduced the Resolution and explained the reason for this Resolution.

- 1. Motion to Adopt Resolution No. 2018-29, Resolution of Intention to Form Community Facilities District No. 32 (1400 South Cabrillo Highway, Half Moon Bay)

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2018-29, A Resolution of Intention to Form Community Facilities District No. 32:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

- B. Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada)

Chief Larkin and President Burke introduced the Resolution and explained the reason for this Resolution.

1. Motion to Adopt Resolution No. 2018-30, Resolution of Intention to Form Community Facilities District No. 33 (195 Avenue Cabrillo, El Granada)

ON MOTION by President Burke, seconded by Director MacKimmie, by the following Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2018-30, A Resolution of Intention to Form Community Facilities District No. 33:

President Burke	Aye
Vice President Cockrell	Aye
Director MacKimmie	Aye
Director Stockman	Aye
Secretary McShane	Aye

Motion passed 5-0.

- C. Approve Third Amendment to the Professional Architectural and Engineering Consultant Service Agreement with Jeff Katz Architectural Corporation, Station 41 Architectural Services

Attorney Savaree indicated this is the third amendment, not the second as indicated on the original agenda. She introduced and explained the Resolution.

1. Motion to Adopt Resolution No. 2018-31, Resolution to Approve the Third Amendment to Professional Architectural and Engineering Consultant Service Agreement with Jeff Katz Architectural Corporation, Station 41 Architectural Services

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by the following Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-31, Resolution to Approve the Third Amendment to Professional Architectural and Engineering Consultant Service Agreement with Jeff Katz Architectural Corporation, Station 41 Architectural Services:

Secretary McShane	Aye
Director Stockman	Aye
Director MacKimmie	Aye
Vice President Cockrell	Aye
President Burke	Aye

Motion passed 5-0.

7. BOARD OF DIRECTORS AND CHIEFS' REPORTS

A. Finance Committee Report

President Burke reported that the Finance Committee did not meet. He referred to the statistics in the Monthly Expense Report and he discussed some of the figures.

President Burke discussed the PARS Account Summary Report for July 2018, and he spoke of the mutual funds where PARS invests the District's money.

B. Volunteer Liaison Report

Vice President Cockrell reported his attendance at the August 2nd meeting. He stated they discussed the volunteers asking for donations for a person who is in hospice, having a booth at the Pumpkin Festival, application apps for the volunteers' phones for dispatching to fires, the paying of bills, and that they have had no communication with their secretary for two months. They also discussed vehicles being used, the two hay fires, attending the funeral for Tony Moorehouse, they discussed the treasury report, and spoke of some items of memorabilia that may have been damaged by rats.

C. Land and Structures Committee Report

Director Stockman reported he has no update except there were discussions with the Board's real estate agent.

Director MacKimmie updated the Board on the progress of the new Station 41.

D. Special Districts Association (SMCO Chapter)

No report.

E. ALS/JPA

No report.

F. Emergency Preparedness

Director Stockman reported on the CEAP meeting. He spoke about an organization called Goodler that allows citizens to donate belongings after a disaster. He also attended the CEC's quarterly meeting and discussed the progress this group has made.

G. Attorney's Report

No report.

H. Fire Chief's Report

Chief Larkin referred to the Statistics Report. He indicated he is working on the District of Distinction and Transparency applications. He updated the Board on the progress of the new Station 41.

Director Stockman requested to plan the open house for the Training Tower in the near future. Board discussion occurred.

President Burke indicated that the Board members should communicate with each other via the CFPD server as opposed to personal emails.

8. CORRESPONDENCE

None.

9. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 549556.8) Property: New C1 Subdivision and 531 Obispo Road (Existing Fire Station 41)

Agency Negotiator: Ian Larkin

Negotiation Parties: Coastside Fire Protection District and Potential Purchasers

Under Negotiation: Term and price for potential sale of property

10. REPORT ON ACTION TAKEN IN CLOSED SESSION

The Board came back into Open Session at 7:44 p.m. No action was taken.

11. ADJOURNMENT

President Burke adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Ginny McShane, Secretary
Coastside Fire Protection District

Note: Audio and video tapes of meetings are available for inspection during regular business hours.

BOARD ACTION TAKEN AND DIRECTION TO STAFF

ON MOTION by Secretary McShane, seconded by Director Stockman, the Board voted to approve the Consent Calendar as submitted. Motion passed 4-0-1.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2018-29, A Resolution of Intention to Form Community Facilities District No. 32. Motion passed 5-0.

ON MOTION by President Burke, seconded by Director MacKimmie, by Roll Call Vote, the Board unanimously voted to adopt Resolution No. 2018-30, A Resolution of Intention to Form Community Facilities District No. 33. Motion passed 5-0.

ON MOTION by Vice President Cockrell, seconded by Director MacKimmie, by Roll Call Vote, the Board voted unanimously to Adopt Resolution No. 2018-31, Resolution to Approve the Third Amendment to Professional Architectural and Engineering Consultant Service Agreement with Jeff Katz Architectural Corporation, Station 41 Architectural Services. Motion passed 5-0.

Director Stockman requested to plan the open house for the Training Tower in the near future.